

CAMP ATTERBURY

INDIANA

1 April 2007



**MOBILIZATION
INFORMATION
PACKET
2007-2008**

HEADQUARTERS, CAMP ATTERBURY
Joint Maneuver Training Center
Edinburgh, Indiana 46124-1096

CA-DPTM (500-5a)

1 April 2007

MEMORANDUM FOR RECORD

SUBJECT: Camp Atterbury Mobilization Information Packet 2007-2008

1. The Camp Atterbury Mobilization Information Packet (CAMIP) is published to provide planning guidance for Reserve Component (RC) unit commanders mobilizing at Camp Atterbury. This document complies with guidance contained in FORSCOM Regulations 500-3-1 and 500-3-3.
2. Pre-mobilization planning is the key to a successful transition from reserve component to active status. Pre-processing of personnel and financial records protects the service member and his or her family, following deployment. It is also important to note the vital role the Advance Party plays in processing your unit at Camp Atterbury.
3. This document will be updated and published annually. Users are invited to send comments and suggested improvements to MOC Chief, Camp Atterbury Maneuver Training Center, ATTN: CA-DPTM-MOC (Bldg. 337, Edinburgh, IN 46124-1096).
4. Camp Atterbury POC is the Mobilization Planner at CML (812) 526-1600 or DSN 569-2600, FAX CML (812) 526-1627 or FAX DSN 569-2627.

FOR THE COMMANDER:

Encl
As

[\\SIGNED\\](#)
MICHAEL GRUNDMAN
MAJ, IN, INARNG
Mobilization Planner

TABLE OF CONTENTS

<u>CHAPTER</u>	<u>PAGE</u>
1 - General	1-1
2 - Mobilization Level Software (DARTS)	2-1
3 - RC Unit In-Processing	3-1
4 - Unit Status and Validation	4-1
5 - Mobilization Assistance Team	5-1
6 - Personnel and Administration	6-1
7 - Soldier Readiness Processing (SRP)	7-1
8 - Intelligence and Security	8-1
9 - Logistics	9-1
10 - Public Works	10-1
11 - Public Affairs	11-1
12 - Dental	12-1
13 - Medical	13-1
14 - Legal Support	14-1
15 - Finance and Accounting	15-1
16 - Information Management	16-1
17 - Provost Marshal and Safety	17-1
18 - Environmental	18-1
19 - Chaplain	19-1
20 - Operations Security	20-1
21 -Training and Operations	21-1

APPENDIXES

A – Maps

B – Baseline Information

C – Samples

CHAPTER 1

GENERAL

POC: Mobilization Planner, Building 610, Camp Atterbury

TEL: CML (812) 526-1600/1601/1602 DSN: 569-2600/2601/2602

FAX: CML (812) 526-1627 DSN: 569-2627

SECURE VOICE: Extension 1616 **SECURE FAX:** Extension 1627

1-1. PURPOSE. This Camp Atterbury Mobilization Information Packet (CAMIP) summarizes essential elements of information to assist the Reserve Component (RC) Unit Commander in preparing their mobilized unit during Phases IV and V Mobilization Station and Port of Embarkation (POE).

1-2. OVERVIEW. In the event Camp Atterbury is called upon to support the mobilization and deployment of RC forces, Camp Atterbury assumes responsibility for **RECEIVING, HOUSING, SUPPORTING, REDISTRIBUTING RESOURCES, TRAINING, VALIDATING, AND DEPLOYING** mobilized RC units.

1-3. MOBILIZATION CONCEPT. Prior to and during mobilization at Home Station, RC units update their mobilization files and personnel records. The unit Advance Party will depart Home Station first and should arrive at Camp Atterbury a minimum of 8 hours and no more than 48 hours before the Main Body departs from Home Station to Atterbury. When the Advance Party arrives with required and current documents, they will in-process at the Mobilizing Unit In-Processing Center (MUIC) located in Building 337. The Emergency Operations Center (EOC) located in Building 610 will coordinate Main Body arrival with Advance Party. The Advance Party will meet the Main Body at the assigned gate on the time and date specified, move to assigned areas, and begin preparation for deployment.

1-4. SEQUENCE OF EVENTS.

a. PHASE I - Planning.

(1) Units.

(a). Annually. Conduct personnel screening, maintain soldier readiness standards, update unit mob files, personnel logistical and training records (for guidance see FORSCOM Reg 500-3-3), review and update mobilization planning documents (alert procedures, convoy movement, mob station coordination visit, etc).

(2) Mobilization Station. The Mobilization Division located in Building 610 is the primary Point Of Contact (POC) for mobilization planning and is staffed by several full time personnel. They are available to answer unit questions regarding mobilization; coordinate movement plans, provide welcome packets, arrange commander's visits and provide guidance and assistance to the Camp Atterbury Directorate and Special Staff.

(a). Annually. Coordinate mobilization planning requirements with the appropriate CONUSA, STARC and RSC and other agencies as required. Plan and conduct a Mobilization Coordination Conference. Provide "Baseline" units with a training circular that provides attendance, registration and billeting information for unit representatives.

b. **PHASE II - Alert.** Includes those actions taken by a unit following receipt of the official alert or mobilization order and ends with arrival of the unit at HS.

c. **PHASE III - Home Station.** During this phase actions include inventory of individual and unit property; departure of Advance Party to MS, unit and individual preparation for movement to MS, departure of Main Body and arrival at MS. For planning, units should allow two days for HS processing and one day for travel to MS in most cases.

d. **PHASE IV - Mobilization Site.** Advance Party arrives at the MUIC for initial assessment. Soon after, unit Main Body arrives at Camp Atterbury, initial assessment is completed. The unit begins Soldier Readiness Processing (SRP), vehicles are inspected, post mobilization training is conducted, deployment preparation is finalized, and ultimately a validation of the unit for deployment is provided to FORSCOM to begin arrangements for movement.

e. **PHASE V - Port of Embarkation.** This phase begins with the departure of the unit from Camp Atterbury. It encompasses all those activities at the Seaport of Embarkation (SPOE) and Airport of Embarkation (APOE). These activities include the loading of equipment as well as manifesting and loading personnel. Normally the first leg of deployment is shipping equipment from Camp Atterbury. Camp Atterbury furnishes a Departure Rail Control Group (DRCG) to ensure equipment is properly marshaled, and loaded. All rail cars are inspected before departure. Camp Atterbury provides a Departure Air Control Group (DACG) at the APOE for supporting unit air deployments of personnel and equipment.

1-5. COMMAND AND CONTROL.

a. Once the unit arrives at the MS, it falls under the command of the MS commander.

b. If the unit is a Separate Brigade or commanded by a General Officer, Command and Control will remain with 1st US Army.

c. Subject to any limitations imposed in the attachment order, the gaining commander will exercise the same degree of C^2 as would be exercised over units and soldiers assigned or organic to the command.

d. Courts-Martial/UCMJ.

(1) Battalion Commanders will exercise Summary court-martial convening authority (must be reflected in unit's Permanent Orders). Unit's attached to Battalions where the Commander exercises Summary courts-martial convening authority will be subject to UCMJ authority.

(2) Divisional and Brigade Commanders will exercise Special court-martial's authority convening authority (required in unit's Permanent Orders).

(3) Fragment units attached to brigades where the Commander exercises Special court-martial's authority. In the event a brigade sized unit deploys and leaves subordinates' units/elements behind; those subordinate units/elements will be attached to another unit where the Commander exercises Special courts-martial convening authority for UCMJ purposes.

1-6. POST-MOBILIZATION OPERATIONS. Camp Atterbury divides the process of in-processing and deploying units into four action areas: (1) Arrival at the Mobilization Station; (2) Upgrading of Readiness; (3) Processing for Overseas Movement (POM); and (4) Deployment. While there are four distinct action areas, they may be conducted simultaneously.

a. Arrival at the Mobilization Station (Advance Party and Main Body).

(1). Advance Party. Upon arrival, the Unit's Advance Party will enter through the main gate. The Advance Party will **FIRST** report to, and process through the **MUIC**. Information on what to turn in can be found in Annex G, FORSCOM REG 500-3-3 (RC Unit Commander's Handbook). Also refer to www.campatterbury.org for the current Mobilization In-Processing Checklists which describes exactly what each unit should bring to clear the MUIC for each Directorate.

(2). Main Body Arrival.

(a). Convoy Reception Plan. All convoys arriving at Camp Atterbury will enter at the Durbin Street gate E-5, unless directed otherwise.

(b). Times and gates must be adhered to in order to preclude traffic congestion.

(c). Unit closure will be at the "AA" UIC (XXXXAA) level and consolidate all subordinate companies prior to their entrance through the designated gate. Exceptions to "AA" unit closure will be coordinated and approved when the unit's Advance Party processes through the MUIC.

(d). Convoy marshaling locations will be assigned before units depart HS.

(e). The Main Body of each unit will meet a guide from their Advance Party at the gate and time assigned, move to the marshaling area then on to assembly and billeting areas, as appropriate.

(f). Commercial Bus Reception.

1. Commercial busses transporting troops will turn off U.S. Route 31 at Hospital Road and enter the installation at the Main Gate Eggleston Street.

2. A guide from the units Advance Party will meet and escort busses to the Bus Control Point and on to the unit area.

b. Upgrading of Readiness. During this phase the unit begins the process of building itself into an effective fighting force. The unit can expect to be doing everything at once, with long days, mixed with a great deal of aggravation. While in this phase the unit will be processing through the Soldier Readiness Processing Center (SRP), conducting unit and individual training and equipment/personnel redistribution, while being validated for deployment. These represent only the major areas. Leave and passes may or may not be allowed depending on the unit's preparedness for deployment, and deployment date. Once again, how well the unit conducts pre-planning now, will be the biggest factor that affects how well this phase is completed.

c. Validation.

(1). Validation is a command function. It is a process that evaluates all deploying Active and RC units in the areas of personnel, logistics and training. Its purpose is to give deploying units a last minute check to determine the unit's capability to perform its assigned wartime mission prior to deployment. Validation also ensures that a unit not meeting the minimum deployability criteria is not deployed without the approval of the supported CINC.

(2). The Camp Atterbury Commander is responsible for validating all units except General Officer Commands (GOCOM's) mobilizing at Camp Atterbury. The 1st US Army Commander will validate GOCOM's.

(3). The Installation Commander and staff will provide assistance and make recommendations for subordinate units respective to the GOCOM.

(4). Validation will be conducted in five phases at Camp Atterbury.

(a). Initial Assessment. This begins at the MUIC. The unit Advance Party will be assigned a unit sponsor from the Camp Atterbury Mobilization Assistance Team (MAT). The MAT sponsor will screen and conduct an initial interview with the unit representatives. Based on information obtained, and within 24 hours of the unit's Main Body arrival, an "Initial Assessment Report" is prepared and submitted for the unit. The initial assessment report triggers the validation process.

(b). Training Evaluation. The unit sponsor will continually assess and provide feedback through the MAT to the EOC on the unit's training progress and or deploy-ability status. Some of the things the MAT representative and the MAT itself will be checking on are as follows.

1. The team will conduct interviews with the unit regularly, and conduct spot checks to determine deployability.

2. Unit records will be reviewed to determine administrative and equipment preparedness.

(c). Personnel. Validate that unit members are prepared for overseas movement.

(d). Supplies and equipment. Validate that the unit has been issued enough serviceable supplies and equipment to accomplish its mission. Equipment status will be determined by reviewing the unit's material condition reports. The validating officer, in coordination with the unit, will determine what quantity of each item is needed for the unit to accomplish its wartime mission.

1. Chemical Defense Equipment (CDE). Units short minimum CDE IAW AR 700-2 will be declared non-deployable for that reason and reported to FORSCOM.

2. Other possible considerations. Can personnel operate equipment and weapon systems? Are personnel for command and control adequate, MOS qualifications, small arms qualification?

(e). Final Assessment. The unit sponsor will submit a final assessment to the MAT S3 when the unit has achieved deployability or if deployability cannot be accomplished.

1 Validation Recommendation. Upon receipt of the final assessment from the unit sponsor, consideration of the assessment will be given by the Internal Assessment Committee resulting in a final recommendation to the Validation Committee.

2 Final Validation. Approximately six days prior to unit deployment, the Camp Atterbury Validation Committee will review the final validation recommendation, consider and forward a final recommendation to the approving authority.

3 Units not meeting the minimum deployability criteria will not be validated and deployed without approval of the supported theater CINC.

d. Deployment. Deployment of personnel and equipment will, in most cases, be conducted independently. Apart from a few select units, equipment will be prepared and staged for shipment while at Camp Atterbury, delivered to the Port of Embarkation (POE) by unit personnel or commercial carrier and shipped. Personnel will be bussed to the Air-POE and flown to their destination. Personnel may be delayed until the equipment closes or is about to close the port in theater.

1-7. WEATHER SUPPORT. Weather information to support operations will be requested through the Camp Atterbury Emergency Operations Center (EOC). EOC phone numbers are, DSN 569-2616 or CML (812) 526-1616.

1-8. MAP SUPPORT.

a. Camp Atterbury maps will be requested through DOL.

b. Deployment Theater Maps. WARTRACE headquarters are responsible for providing theater map support. Map requests will be submitted accordingly to unit's WARTRACE headquarters.

1-9. INSTALLATION SUPPORT MISSIONS. Some mobilized units may be involved in installation support if they are late deployers. All support roles will be tasked consistent with the mobilized unit's capability and preparation for scheduled deployment.

1-10. UNIT SUPPORT OF INSTALLATION OPERATIONS.

a. During the initial stages of Camp Atterbury's mobilization, extensive support may be required to go from a State Operated Mobilization Station (SOMS) to a FORSCOM Installation. IAW FORSCOM REG 500-3-1, we can select and utilize early mobilizing - late deploying units for interim installation support to units mobilizing at Camp Atterbury. For planning purposes the RC units scheduled to mobilize at Camp Atterbury can be divided into three categories.

(1) Non-deployable single mission support/tenant (TOE and TDA) units.

(2) Deployable TOE units with an initial mission to provide mission related support to the installation. Late deploying units may be utilized in an installation support role pending the establishment of an adequate installation support base. These units must be released from their support role in time to meet their deployment dates. These priorities may change with succeeding revisions to the FORSCOM MPES, precluding their utilization as support units.

(3) Deployable units without a designated Date Ready to Load (DRL) will be available to provide installation support until deployment instructions are received.

b. Deploying units that ship their equipment early, with a personnel DRL thirty days later, may have personnel available for job related installation support to enhance MOS readiness and concurrently assist in the support functions per Camp Atterbury MOBTDA.

c. Units that are assigned to Camp Atterbury as deployable units only, may also have installation support responsibilities.

1-11. DISTRIBUTION. This Mobilization Information Packet will be forwarded to mobilization entities and subordinate units required to maintain a mobilization file IAW FORSCOM Regulation 500-3-3. Reproduction is authorized.

1-12. TELEPHONE NUMBERS FOR CAMP ATTERBURY.

Camp Atterbury Switchboard: (812) 526-1499

Switchboard DSN Exchange Prefix 569-2499

[ADD LINK TO ATTERBURY PHONE BOOK \(CONTACT TINA @ 1299\)](#)

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CHAPTER 2

DEPLOYMENT AND RECONSTITUTION TRACKING SOFTWARE

POC: Mobilization Division, Building 610, Camp Atterbury, IN

TEL: CML (812) 526-1601/1602 DSN 569-2601/2602 (Automation NCO)

FAX: CML (812) 526-1627 DSN 569-2627

2-1. PURPOSE. The purpose of DARTS is to serve as an automation tool to receive unit and individual soldier-related data from Army Reserve Component (RC) units during peacetime and mobilization, to permit mobilization planners to use that data for mobilization planning purposes, to support unit/soldier readiness processing (U/SRP) during mobilization, and to provide selected data for use by other applications and by Standard Army Management Information Systems (STAMIS). DARTS will similarly support soldier readiness processing for the Army's active force. DARTS is fielded to all Mobilization Stations. The DARTS software is designed to receive individual and unit information from each of the Reserve Readiness Commands (RRCs) for reserve soldiers, from the fifty state JFHQs for National Guard soldiers, as well as from the Installation Support Modules (ISM) for active duty soldiers. The application then uses this information to determine an individual or unit's deployment status as well as generate numerous reports and forms.

2-2. GENERAL.

1. **Overview:** The information contained within DARTS is derived from two methods, data input directly into DARTS and/or data import from two systems of record. This document focuses on the data import process.

2. **Data Imports:** Data is imported into DARTS at the unit level. DARTS accepts data from two systems of record: 1) RCAS for Army National Guard and Reserve components and 2) eMILPO for Active component.

The RCAS MPDV is the official source of Reserve Component mobilization data imported into DARTS per instructions from RCAS Program Office. The ARNG SIDPERS 4 file set format has been replaced by the RCAS MPDV. The old format is no longer used.

- a. **RCAS:** Currently RCAS AITS 1.1 is installed at all JFHQ's and RRCs on the RCAS Web server. Each RRC and JFHQ has a RCAS administrator who administers user account and roles to access RCAS applications including MPDV. Contact DOIM or DCSIM in their respective RRC/JFHQ to request access to RCAS MPDV.
 - b. The **RCAS Unit MOB Data** function provides the RRC/JFHQ Mobilization Officer with the capability to generate 13 files that can be exported to FORSCOM DARTS prior to deploying to a Mob Station. These files must be received by DARTS NLT 72 hours before soldiers' arrival at the mobilization station.
- b. **eMILPO:** Data is imported from eMILPO to DARTS for Active Component UICs only. All personnel records for the UIC will be selected and imported. The following information should be included in an email:
- 1. POC information: Name, Rank, phone number
 - 2. PPA Code OR UIC(s) (imports are not done on an individual basis)
 - 3. Deployment station
3. Data imports REPLACE all records currently in the DARTS database; the imports do not update records. DARTS records that do not match to the current import are moved from the "Current Assigned UIC" to a holding UIC of "WWWWWW". For personnel records that do match, the personnel information is replaced but all SRP data is retained.

CHAPTER 3

RC UNIT IN-PROCESSING

POC: Mobilization Division, Building 610, Camp Atterbury, IN

TEL: CML (812) 526-1600 DSN: 569-2600

FAX: CML (812) 526-1627 DSN: 569-2627

3-1. PURPOSE. To provide guidance for in-processing of mobilized RC units arriving at Camp Atterbury.

3-2. ASSUMPTIONS.

- a. MUIC. In-processing procedures will be completed within four to eight hours after the arrival of the RC unit Advance Party
- b. The MUIC is not responsible for In-processing individuals.

3-3. UNIT RESPONSIBILITIES. The unit must provide a knowledgeable Advance Party and the required documentation to facilitate In-processing. The Advance Party will be scheduled to report to the MUIC a minimum of eight hours before the Main Body.

a. Advance Party Responsibilities.

(1) Report to the MUIC and furnish required documents in order to In-process the unit. At Camp Atterbury, we use a Modified Version of the Annex G that is an Installation Specific Extract. **Updated, accurate, and complete documents are necessary in order to expeditiously In-process the unit. Have documentation packaged for turn-in at each MUIC Station. If needed, insure that adequate copies are on hand, prior to departure from Home Station. Also, insure that a copy exists for the Unit's records. Once turned into the appropriate station, documents will not be returned.**

(2) Receive and prepare the designated billets/cantonment area for the unit.

(3) Meet the Main Body at the designated Camp Atterbury gate and guide them to their assigned area.

b. Advance Party Composition. Mobilizing Unit Commanders must ensure that their Advance Party personnel are knowledgeable and can provide the assistance required to determine unit status in personnel, training, and logistics. Although one person may fill several roles, the Advance Party should consist of the following.

(1) Personnel Officer/NCO or someone knowledgeable and capable of determining accuracy of unit SIDPERS data.

(2) Training officer/NCO or person knowledgeable of unit training status and needed training support.

(3) Supply officer/NCO or person knowledgeable of the unit's equipment status and shortages as well as being familiar with hand receipt procedures.

(4) An officer/NCO in charge of the Advance Party delegated authority to speak for the unit commander.

3-4. MOBILIZING UNIT IN-PROCESSING CENTER (MUIC).

a. **Functions.** The following will be accomplished at the MUIC:

(1) Unit processing in the areas of personnel, training, and logistics.

(2) Training support programmed.

(3) Cross-leveling of personnel and equipment will be initiated as necessary.

(4) Finally, an assessment will be made of the overall unit status. The results of this assessment will determine subsequent actions required to qualify the unit for deployment.

b. **Organization.** The MUIC is composed of representatives from installation directorate/staff agencies and the Mobilization Assistance Team (MAT). To expedite in-processing, the MUIC is divided into functional stations.

(1) Station 1, Reception/Security. The Advance Party reports to Building 337.

(2) Station 2, Reception Briefing/Review Document Requirements. Short overview of MUIC requirements, what to expect and a summary of documents required for turn-in.

ADD LINK TO MUIC CHECKLISTS (CONTACT MARLA @ 1545)

\\Attefs-075im-01\Ca-dptm\MUIC - MOC\DPTMS Working Folder\WELCOME BINDER\Chapter 1. Processing Information

CHAPTER 4

BATTLE UPDATE BRIEFS “BUB” AND VALIDATION

POC: OIC/NCOIC MUIC, Building 337, Camp Atterbury, IN

TEL: CML (812) 526-1788/1792 DSN 569-2788/2792

FAX: CML (812) 526-1695 DSN 569-2695

4-1. PURPOSE. To provide guidance on the BUB and Validation.

4-2. GENERAL. A BUB is conducted to determine deployability of RC units as well as what actions, if any, remain to be completed in order to validate the unit for deployment. The criteria used are whether the unit can perform its wartime mission. The ultimate goal is to validate the unit as capable of executing its wartime mission.

4-3. PROCESS.

a. BUB.

(1) A BUB will be conducted in accordance with the CAJMTC Battle Rhythm.

(2) The Unit Commander is required to attend along with select unit staff. A key area of discussion will be unit readiness.

(3) The following areas are briefed:

(a) EOC - Situation overview (THREATCON/Weather and Projected Activities in the next 48 hours), and deployment data.

(b) DOL - Equipment assessment; % of equipment fully mission capable; % of fill for all classes of supply.

(c) AG - Personnel assessment, SRP status.

(d) MEDDAC - Status of physicals, profiles, hospitalized personnel, and medical non-deployable soldiers.

(e) DENTAC - Oral examinations required, panorex required, and status of dental non-deployable soldiers.

(f) SJA - Legal updates; soldiers incarcerated, pending courts martial, and other pending disciplinary actions.

(g) MAT - Training assessment; USR update, and status of training.

b. Validation.

(1) A final validation will be made on all mobilized units NLT their Ready to Load Date (RLD).

(2) A unit is "mission capable" or validated for deployment if it meets the minimum readiness rating in personnel, equipment, and training (both individual and collective).

(3) The overall analysis will estimate the time required to achieve readiness in training and determine if training time required to reach deployable status will impact on the scheduled deployment date.

CHAPTER 5

MOBILIZATION ASSISTANCE TEAM

POC: Mobilization Assistance Team, Building 337, Camp Atterbury, IN

TEL: CML (812) 526-1499 Ext. 2337 DSN 569-2499 Ext. 2337

FAX: CML (812) 526-1699 DSN 569-2699

5-1. PURPOSE. To establish procedures for the utilization of the Camp Atterbury Mobilization Assistance Team (MAT) in the validation and training mission.

5-2. MISSION. On order, 1st Army 205th Infantry Brigade will form the MAT at Camp Atterbury and will assist Camp Atterbury with its responsibility to validate for deployment Reserve Component (RC) units as mission capable; support unit training efforts; and assist with the deployment evaluation of Active Component (AC) units as required.

5-3. TRAINING OF RC UNITS. MAT members will be allocated, as required, to assist mobilized RC units and will provide continuous feedback to Camp Atterbury CDR on the training status of the RC unit they are assisting.

a. In developing training programs for arriving RC units, the MAT will consider the following factors at a minimum.

(1) From Camp Atterbury determine:

- a. Time expected at Camp Atterbury with equipment.
- b. Time expected at Camp Atterbury without equipment.
- c. Projected arrival of filler personnel.
- d. Time required for preparation and loading of equipment.

(2) From theater and higher headquarters, determine:

- a. Known or implied missions.
- b. Expected operational environment.
- c. Most critical required mission capabilities.

(3) From unit assessments and training evaluation reports determine major shortcomings in critical mission performance skills.

b. The MAT CMD embedded TSBN will assist the unit commander in the prioritization of training tasks:

(1) While the unit still has equipment to train with.

(2) While developing training plans to accomplish maximum critical training within available time and with available resources.

(3) After the unit ships equipment to port.

(4) Aligned to development of alternative training plans based on changes in the deployment window for a given unit.

CHAPTER 6

PERSONNEL AND ADMINISTRATION

POC: Director of Personnel and Community Activities, Building 329, Camp Atterbury, IN

CAPABILITIES: Military & Dependent ID Cards (By Appointment), DOG Tags, Notary.

TEL: CML (812) 526-1671 DSN 569-2671

FAX: CML (812) 526-1317 DSN 569-2317

6-1. GENERAL. Administrative processing and strength accounting of unit personnel is a command responsibility and will be accomplished at the home station to the maximum extent possible. FORSCOM Regulation 500-3-3, Reserve Component Unit Commander's Handbook (RCUCH), specifies actions to be completed at home station to facilitate the mobilization process. Camp Atterbury will provide administrative support to all units mobilizing at Camp Atterbury within the constraints of available resources and time.

6-2. ADMINISTRATIVE PROCESSING. The transition from RC to AC status is greatly dependent upon the mobilizing unit providing complete and accurate documentation. When the following actions are completed, the accession to Active Duty will be orderly and expeditious.

- a. Applications for Active Duty ID card (DD Form 1172).
- b. Applications for dependent ID card (DD Form 1172), with supporting documents.
 - (1) Marriage license.
 - (2) Birth certificates.
 - (3) Divorce decree (for family members of former marriages).
 - (4) Declaration of dependence or other legal documents stating dependency (for parents and other special cases).
- c. Updated Record of Emergency Data (DD Form 93).
- d. Updated Serviceman's Group Life Insurance (SGLI) election (SGLV-8286).
- e. Request for issue of ID tags (DA Form 4187). Ensure remarks section has all data needed for stamping the tags.

6-3. RECORDS. Military Personnel Records (DA Form 201) for each individual will be brought to the MS with the unit. Records will be checked for essential data and forms at the Soldier Readiness Processing (SRP) site. Ultimately all records will be turned into the Military Personnel Division (MPD) prior to unit deployment. Non-deploying units will coordinate with the MPD for the transfer of personnel records. For hand receipting purpose, a unit is required to submit two alpha rosters with records.

6-4. SOLDIER READINESS PROCESSING (SRP). Prior to deployment, the unit will undergo a final check to ensure all personnel meet deployment criteria. Personnel processing is outlined in Chapter 8. Based on unit input, a final unit roster will be prepared by SIDPERS, (Personnel Strength Zero Balance (C-27) report), to be signed and authenticated by the unit commander.

6-5. PERSONNEL QUALIFICATIONS. Commanders are reminded that actions must be taken prior to mobilization to ensure unit personnel are MOS qualified in their duty positions and that cross-leveling has been conducted to place personnel in MOS qualified positions. Personnel who are not MOS qualified will be removed from the unit and reassigned to another unit in their appropriate (MOS). These individuals will be replaced by soldiers holding the MOS required by the duty position.

6-6. UNIT STRENGTH. Camp Atterbury will try to bring all units up to 100% of required strength, however, the unit may be deployed at 75% if resources are not available prior to the unit shipping dates. It may be necessary to reassign some personnel in order to make another unit mission capable. This is the last option exercised by the installation personnel managers. Unit vacancies will be filled first by Individual Ready Reserve (IRR) and excess unit personnel before any cross-leveling action is taken.

6-7. MORALE SUPPORT ACTIVITIES. Information concerning available morale support activities, clubs, sports, and other recreation events is addressed in WMTC Circular 215-971 and may be obtained on arrival at Camp Atterbury.

6-8. FAMILY ASSISTANCE. In the event of mobilization, Family Resource Center (FAC) will be established. Operating hours will be as required. The FAC will provide a full range of information and/or referral services on relocation, financial assistance and counseling. Those family members not within commuting distance of military installations will be referred to appropriate State and Federal agencies for assistance. In order to prevent unnecessary hardships for the families of the mobilized unit members, the command must meet its pre-mobilization obligations in the area of family assistance as outlined in FORMDEPS. In addition, each member should prepare his family prior to departure by ensuring that family members attend command information briefings and that family members are well informed on soldier obligations and their benefits. **All units are reminded that neither family members nor dependents are authorized to accompany mobilized service members to the mobilization station.**

6-9. RED CROSS. Unit personnel are reminded to contact their local (home town) Red Cross Chapter to speed up the process for Red Cross assistance procedures.

6-10. SAFETY. The Camp Atterbury Safety Office will provide safety classes for Unit Safety Officers upon mobilization. Times and locations will be determined as required.

6-11. POST EXCHANGE. The Camp Atterbury Main Post Exchange is in Building 611.

6-12. FAMILY MEMBER ENTITLEMENTS. Reserve and National Guard soldiers must ensure their family members are enrolled in Defense Enrollment Eligibility Reporting System (DEERS). If a unit is activated for more than thirty (30) days, family members are entitled to medical care. **If not enrolled in DEERS medical treatment can be denied.** If enrolled, medical treatment facilities will accept the family member ID card (DA Form 5431) and mobilization orders for up to 180 days. This allows sufficient time to obtain the DA Form 1173 (Dependent ID Card). This should be accomplished at HS prior to arrival at Camp Atterbury.

CHAPTER 7

SOLDIER READINESS PROCESSING (SRP)

POC: Directorate of Personnel & Community Activities, Building 329, Camp Atterbury, IN

TEL: CML (812) 526-1345 DSN 569-2345

FAX: CML (812) 526-1217 DSN 569-2217

7-1. GENERAL. The SRP validates each soldier for deployment. If required, SRP operations will be conducted 24 hours per day, 7 days per week. Unit SRP will be scheduled with the unit advance party during MUIC.

7-2. ORGANIZATION. The SRP location will be designated by leadership at the SRP.

7-3. PROCEDURES.

a. AG (Personnel). The following items will be validated:

(1) Record of Emergency Data (DD Form 93). Cannot be more than 5 years old.

(2) Servicemen's Group Life Insurance (SGLI) Election (DA Form 29-8286).

(3) Personnel Qualification Record - Part I, Section I, II, and IV (DA Form 2A). Cannot be more than 1 year old.

(4) Soldier holds a current and serviceable Armed Forces of the United States Identification Card (DD Form 2A), and a serviceable Army Medical and Religious Identification Card (DD Form 1934) if applicable.

(5) Soldier wears a complete and current set of identification tags and has an additional printed set of tags.

(6) Soldier is enrolled in DEERS.

b. MEDDAC (Medical Activity).

(1) Administers immunizations/DNA swabs/HIV tests as required.

(2) Ensures that the following items are current and contain the correct information:

a. Individual Medical History (DA Form 8007). Signed by a physician and completed within the past two years.

b. Shot Record (PHS Form 731). Hand carried by the soldier.

(3) Verifies the soldier has the following items when required:

a. Two pairs of eye glasses (one must be military issue). One pair of mask inserts with current prescription.

b. One hearing aid with extra batteries.

c. Medical warning tags.

(4) Ensure that soldiers with health conditions requiring specialized drugs are given a minimum of 90 days of supply.

(5) Provide urine pregnancy tests for female soldiers.

c. DENTAC (Dental Activity).

(1) Verify that a current dental record with a pantographic radiograph is **on file in the soldier's records**. If pantographs are not present, the SRP will complete the x-ray. Files should be sent directly to Medical/Dental prior to arrival to Camp Atterbury.

(2) Determine each soldier's dental status.

(3) Provide dental care to soldiers as necessary at the TMC.

d. Finance.

(1) Ensures soldier's account type and number are correct for Sure Pay (checking account is recommended).

(2) Establishes BAQ/VHA as required.

(3) Establish allotments as required.

(4) Prepare Employees Withholding Exemption Certificate (IRS Form W-4).

(5) Verify SGLI coverage corresponds with monthly SGLI deduction.

e. SJA (Legal).

(1) Checks/prepares Wills and Powers of Attorney as required.

(2) Ensures that each soldier has been briefed on the Law of Warfare and the Hague and Geneva Convention.

(3) Verifies that each soldier is not pending civil felony criminal charges. If the soldier is pending such charges, the SJA will provide assistance to the soldier, however, the soldier will be non-deployable until the charges are resolved.

(4) Ensures soldiers are counseled on insurance and other civil matters such as protections afforded under the Soldier's and Sailor's Civil Relief Act.

CHAPTER 8

INTELLIGENCE AND SECURITY

POC: Security Officer, Building 225, Security, Camp Atterbury

TEL: CML (812) 526-1499 Ext. 1175 DSN 569-2499 Ext. 1175

FAX: CML (812) 526-1795 DSN 569-2795

8-1. GENERAL. The Security Division provides support to mobilizing units in the following areas of intelligence and security:

- a. Personnel security clearance advice, guidance, and assistance to the mobilized unit security manager for personnel security investigations (PSI) actions.
- b. Coordination for the storage and/or destruction of classified material.
- c. Coordination for counterintelligence support.
- d. Advice and assistance for security education materials.
- e. Dissemination of intelligence threat information.

8-2. SECURITY CLEARANCES.

a. The RC units will provide early notice to the Chief, Security Division, of the required degree of access to classified information for TOE/MTOE/TDA positions and review the status for security clearances of all personnel. The unit will prepare requests for appropriate security clearances for all individuals who require them. Some persons, while not requiring a security clearance, require a favorable background investigation or National Agency Check to hold the MOS. Commanders should screen all personnel to ensure they meet required criteria outlined in AR's 611-101, 611-112, and 611-201 for trustworthiness and integrity. Guidance for security clearance actions is contained in AR 380-67.

b. RCU advance parties should submit requests for Personnel Security Clearance/Investigation Packets (PSIs) to the installation security representative at station in the MUIC.

c. The Security Division will review and forward requests for PSI of personnel who require a security clearance. The Security Division will grant interim security clearances within the parameters of AR 380-67. Personnel who require access to classified information after M-day may be granted an interim security clearance. This request will include name, rank, SSAN, and type of clearance required.

8-3. SAFEGUARDING CLASSIFIED DOCUMENTS/EQUIPMENT.

a. RC units will provide protection of classified information, material, and equipment at HS and during movement to Camp Atterbury. Unit Security Manager will advise the Security Division (DPS) of requirements beyond the unit's capability to store or destroy classified material. A thorough annual review of classified material will most certainly reduce the amount of material to be stored and/or transported to Camp Atterbury.

b. Each unit should develop a document evacuation/ destruction plan IAW AR 380-5. The plan should include, as a minimum but not limited to, the following elements:

(1) The packing and transporting of classified materials and its storage while at the Camp Atterbury.

(2) The identification of all classified materials not required for mobilization and provide for their transfer or destruction upon mobilization.

(3) The designation of responsible personnel, mode of transportation, and secure container identification.

8-4. COUNTERINTELLIGENCE (CI) SUPPORT. CI services for units/activities (to be) stationed at or supported by Camp Atterbury will be requested IAW 381-20 and will be forwarded to the Security Division, DPTMS.

8-5. INTELLIGENCE TRAINING. Post mobilization intelligence training is an RCU commander responsibility. Units should focus on the following areas when conducting this training: Information Security (AR 380-5), Signal Security (SIGSEC) (AR 380-19), and Subversion and Espionage Directed against the U.S. Army (SAEDA) (AR 381-12), Physical Security (AR 190-11, AR 190-13, and AR 190—51), and Anti-terrorism/Force Protection (AR 525-13).

8-6. REPORTING OF INCIDENTS/EVENTS.

a. Units which become aware of a reportable incident or event are requested to report all available facts through command channels to Security Division. Reportable events may be related to specific Essential Elements of Information (EEI), protest activity, espionage, sabotage, or any other information that might affect the command mission. Reports will be submitted as soon as practicable. Follow-up reports will be submitted as the situation develops. Transmission of reports will be by the most expeditious means consistent with security requirements and the urgency of the situation.

b. General intelligence received by Camp Atterbury from those reports may be the basis for major tactical and strategic decisions; therefore, it is imperative that the most accurate and current information be reported. Information should be reported immediately, even though it might be incomplete or not verified. When such information is reported, a statement as to the lack of confirmation should be included.

CONTACT CAMP ATTERBURY JOC – POC: Battle Captain
Building 225– (812) 526-1310/1311 FAX: (812) 526-1795

CHAPTER 9

LOGISTICS

POC: Directorate of Logistics, Building 516, Camp Atterbury, IN

TEL: CML (812) 526-1316 DSN 569-2316

FAX: CML (812) 526-1241 DSN 569-2241

9-1. PURPOSE. This chapter has been prepared to provide general information on logistical requirements.

9-2. MAINTENANCE.

a. All units mobilizing at Camp Atterbury will coordinate maintenance requirements with their normal supporting activity (OMS/AMSA/CSMS/MATES) to insure that all equipment assigned to the unit is taken to the unit's mobilization station in as good of a condition as possible. They will strive to have all items at -10 and -20 Technical Manuals standards. Unit commander and supporting activity chiefs will advise the support installation as soon as possible for requested assistance, so it can be programmed in accordance with movement priorities.

(1) Utilization of DS/GS maintenance resources will be programmed to provide maximum support to units in deployment sequence. To achieve the maintenance standards as prescribed in the -10 and -20 series Technical Manuals, utilization of organizational personnel in conjunction with DS/GS personnel may be required to meet deployment schedules. Unit Maintenance Officers will coordinate with the support activity, upon arrival at Camp Atterbury, to establish requirements and scheduling of resources.

(2) Calibration. Units mobilizing at Camp Atterbury will receive calibration support through the DOL-MD. Priority will be based on those units deploying first. Unit advance party should have a list of items requiring calibration to turn in at the MUIC.

(3) Units whose MS is Camp Atterbury will utilize the AOAP by complying with the requirements of DA PAM 738-750.

(4) Prior to movement to a railhead or airport for deployment to an overseas destination, all vehicles must receive a Technical Inspection (TI) by the MD. All vehicles will be fully mission capable prior to being released for deployment.

9-3. TRANSPORTATION.

a. General.

(1) The Equipment Common Operating Picture (ECOP). All units that mobilize at Camp Atterbury will maintain current ECOP data IAW AR 220-10 & FORSCOM Reg 55-2.

(2) The Automated Unit Equipment List (AUEL) is produced by the FORSCOM ECOP. Validated Unit Movement Data (UMD) is forwarded from the unit to the ITO Unit Movement Coordinator (UMC), Bldg. 516, who in turn, forwards it to FORSCOM. The information is processed by computer which produces the AUEL report. Detailed guidance on how to prepare and submit UMD to FORSCOM is outlined in FORSCOM Reg 55-2. IMPORTANT: The AUEL/Unit Movement Data (UMD) is the foundation source document by which all surface transport is arranged including sealift. Errors/shortfalls/excesses reported in this document will be carried into all subsequent documents and actions. **"MAKE SURE IT IS COMPLETE AND ACCURATE."** The first action upon arrival at Camp Atterbury should be for the Unit Movement Officer (UMO) to visit the ITO and validate the AUEL/UMD.

b. The Installation Transportation Officer (ITO) will:

(1) Coordinate with USTRANSCOM, Air Mobility Command, Military Traffic Management, and Military Sealift Command.

(2) Renew and validate unit deployment documentation.

(3) Alert servicing railroads of impending movement and coordinate routing from Military Traffic Management Command (MTMC).

(4) Assign Transportation Control Number (TCN), using the TC ACCIS system.

(5) Assist in the deployment of and approve final load plans.

(6) Order rail cars on the basis of the data contained in final rail load plans.

(7) Brief unit personnel on rail or commercial line haul movement procedures, if applicable.

(8) Arrange for movement of general freight upon presentation of shipping documents (DD Form 1348-1), for items to be shipped with fund cite. Upon request, assist in preparation of DD Form 1348-1.

(9) Provide passenger movement support (individual and group) upon presentation of orders with fund cite.

c. The deploying units will:

(1) Provide assistance in preparation of load plans, establishing a traffic circulation plan and coordinating transportation support to include material handling equipment. In coordination with the ITO, Provost Marshal (PM), and the Departure Rail Control Group (DRCG), publish a movement table and an order for movement from the unit area to the rail head, assist in preparation of load plans, establish a traffic circulation plan and coordinate transportation support to include material handling equipment.

(2) In coordination with the ITO and DRCS, issue movement instructions and develop movement from marshaling area to the rail head.

(3) Perform safety briefing/orientation prior to rail operation commencement.

(4) Prepare and present DD Form 1348-1 with fund site to the ITO (Freight Movements Section building 516), when requesting movement of general freight.

(5) Present orders with fund cite to the ITO (Passenger Movement Section) when requesting passenger movement support (individual or group).

d. Air Deployment of Ammunition and Explosives. Procedures for deploying units to transport To-Accompany-Troops (TAT) ammunition to the Aerial Port of Embarkation (APOE) is as follows:

(1) Unit submits DA Form 581 (Ammunition Request) to Ammunition Supply Point (ASP), Camp Atterbury.

(2) Unit reports to ASP to pick up ammunition. Individual on signature card must sign for ammunition. Vehicles receive safety inspections, unit loads ammunition and moves it from Camp Atterbury to APOE. Fire fighting Instructions, DD Form 836, are issued to the drivers.

9-4. MOVEMENT PLANNING. Movement planning will be done by units IAW the technical guidance provided to them by the ITO, Unit Movement Coordinator (UMC) or the immediate command Unit Movement Officer.

a. Units will:

(1) Edit the AUEL to reflect deploying cost verification of all on-hand equipment.

(2) Check vehicles for deficiencies: oil leaks, gas leaks, flat tires, dead batteries, etc., repair/replace as appropriate.

(3) Complete FORSCOM 285-R Vehicle/Container Load Plan, for all cargo vehicles and packing list, for containers load IAW FORSCOM Regulation 55-1, utilizing FM 5565 and TB 55-46-1 as source documents. These forms are designed to assist the unit in planning vehicle and container loads, and for recording the contents of loaded vehicles and containers. These forms must be given to the UMC before loading can begin.

(4) Complete FORSCOM 285-5-R (Rail/Truck Load Plan) (if applicable) IAW instructions contained on reverse of FORSCOM 285-R. The format of the Rail Load Plan form is designed to assist the unit in planning and to provide a source document to the ITO for determination of rail equipment requirement, completion of the Government Bill of Lading, and to provide a source document to DOL for determination of Blocking and Bracing Material requirements, for Rail Load Planning only. Unitization and containerization will be utilized for secondary cargo unless otherwise directed.

(5) The unit will retain completed copies of the following documents for inventory of equipment and supplies at the destination. All blank forms are available through AG Pubs.

a. DD Form 1173 or DD Form 5748-R (Packing Lists), will be done on all containers and unitized shipments.

b. FORSCOM 285-R (Vehicle/Container Load Plans.

c. Automated Unit Equipment List (AUEL) & Deployment Equipment List (DEL).

b. The ITO will:

(1) Review unit deployment documentation.

(2) Alert servicing railroads of impending movement and request routing from MTMC, or utilize MTMC PCMS SPO, on the basis of the updated movement plans.

(3) Assign TCN.

(4) Approve final rail load plans.

(5) Order rail cars on the basis of the data contained in the final rail load plans.

(6) Brief unit personnel on rail/line haul movement procedures, if applicable.

(7) Rail loading will be a two day process.

a. Day 1 - Marshal vehicles.

b. Day 2 - Move rail cars to load site and load.

c. Rail Car Load Planning.

(1) Rail car load planning will be done by the unit in coordination with planning by the ITO's Unit Movement Coordinator or Unit Movement Office supervisor.

(2) Detailed rail planning guidance will be picked up from the ITO office. The rail movement's portion of the movement plan will include the following.

(a) FORSCOM Form 285-R.

(b) DD Form 1173 or DA Form 5748-R, for shipments.

(c) FORSCOM Form 285-5-R.

(d) Blocking and Bracing requirements (Track/Wheeled Vehicles).

(e) Accompanying equipment and supplies (less TAT, sensitive, and dangerous hazardous cargo) will be moved on cargo vehicles.

(f) Cargo not planned as TAT or to be moved organically, will be moved separately. Such must be containerized or palletized to preclude damage or pilferage during transportation.

(g) Tracked vehicles will not be loaded with organization equipment, on the same car with wheeled vehicles or with general cargo.

(h) Spanners. Spanners are the wood or metal bridges used to bridge from one rail car to another. Short spanners are for cars with short draw bars, and long spanners are for cars with long draw bars.

(i) Short Draw Bars: Length of the draw bar at each end of the car is approximately 3 feet. Normally you do not need spanners for loading tracked vehicles when there are short draw bars.

(j) Long DrawBars: Length of the draw bar at each end of the car is approximately 6 feet. All vehicles to be loaded will require spanners.

d. Hints for Successful Rail Loading Operations.

(1) Proper marshaling of vehicles ensuring that they are in load sequence and so marked PRIOR to movement to the rail head area.

(2) Check vehicles for deficiencies: oil leaks, gas leaks, flat tires, etc. Repair/replace as appropriate.

(3) Prepare equipment prior to marshaling to include vehicles, "reduced for sealift", should be in the configuration identified in TB 55-46-1.

(a) Tie downs shackles are installed on vehicle.

(b) Bows and canvas are down and all cargo secured.

(c) Mirrors folded down or removed.

(d) Accurate weight and cube should be marked on green tape with black grease pencil on the side of each vehicle and trailer. Vehicles will be weighed during the marshaling sequence.

(e) Movement instructions for the movement from the unit area to the portable scale (location TBD), to the marshaling area, then to the rail head will be strictly adhered to.

(f) When moving from the marshaling area to the rail head **VEHICLES WILL STAY IN THEIR ASSIGNED SEQUENCE.**

(g) Check rail cars for serviceability and cleanliness and inspect track area for cleanliness. Report any deficiencies to ITO. **LEAVE TRACK AREA CLEAN.**

(h) Forecast blocking, bracing, crating, and tie down materials used to prepare secondary loads, utilize cargo and stuff containers.

9-5. HOUSING OPERATIONS. Commanders or advance party members must coordinate with the DOL at the MUIC to arrange for assignment and use of barracks, mess, maintenance, administration and storage facilities. A date/time and location for joint facility inspections TBA. All joint inspections will be conducted with the unit representatives and DOL personnel, upon arrival and departure. Unit representatives should allow one hour per building for inventories, issue and turn-in.

CHAPTER 10

ENGINEERING

POC: Director of Public Works, Building 241, Camp Atterbury, IN

TEL: CML (812) 526-1251 DSN 569-2251

FAX: CML (812) 526-1248 DSN 569-2248

10-1. GENERAL INFORMATION. This chapter provides general information about Directorate of Public Works and delineates responsibilities for units mobilizing at and deploying from Camp Atterbury with respect to engineer support.

10-2. DIRECTORATE OF PUBLIC WORKS (DPW) SERVICES.

a. Maintenance/repair. DPW provides maintenance and repair services for roads, airfields, buildings, structures, and real property equipment within Camp Atterbury. Additionally, assistance is available to units desiring to perform maintenance and repair of real property on a self-help basis.

b. DPW coordinates and manages all construction projects at Camp Atterbury, including Military Construction ARNG, prior to mobilization, and Military Construction Army (MCA), after mobilization, as well as post-mobilization, and other minor construction projects.

c. DPW, monitors, coordinates, and expedites, as required, all work requests submitted by unit commanders.

10-3. MOBILIZING UNIT RESPONSIBILITIES.

a. Maintenance and repair. Major maintenance and renovation requirements of assigned facilities may be requested by submitting a DA Form 4283 (Facilities Engineer Work Request) at building 241. Breakdowns and repairs, such as turning on heat or repairing broken doors or windows, electrical problems, and latrine stoppages or leaks, may be requested by phone from the work order desk, 1134. When DPW receives a work request, a priority will be assigned, work equipment reviewed and validated, work scheduled, and the task will be accomplished by DPW work crews. In addition to the above methods, a unit may choose to perform minor maintenance and repair to improve or maintain their area, using self help assets. This type of activity must be coordinated through the DPW self help program.

b. Supplies and materials. Requests for construction supplies and materials will be submitted to the Self Help Office, building 232, on a DA Form 2765-1 or DA Form 4283: Include a document number from the unit. DPW will only fund for materials being used to construct, modify, or repair real property.

c. Utility services. Problems with utilities, such as gas leaks, water and electrical power outages, and broken sewage lines, must be reported to DPW work order section, building 232, phone 1134 during business hours and extension 1499 after business hours. Dumpsters are in place now but can be moved or added to by phone request to DPW. Dumpsters to support training activities will be coordinated through DPW. "Tent City" areas will be serviced automatically by DPW and will include utility support and placement of dumpsters and portable latrines.

d. Emergency services. Emergency services are obtained by calling 1109. While at Camp Atterbury, NEVER dial 9-1-1. The emergency personnel will know it's Atterbury, but will not know where you are located. Always call 1109 to report an emergency.

e. All other engineer related matters will be coordinated through EOC.

CHAPTER 11

PUBLIC AFFAIRS

POC: Public Affairs Office, Building 402, Camp Atterbury, IN

TEL: CML (812) 526-1386 DSN 569-2386

FAX: CML (812) 526-1797 DSN 569-2797

11-1. PAO RESPONSIBILITIES.

a. Camp Atterbury Public Affairs Officer (PAO) is the authorized Point Of Contact for news releases regarding mobilization activities on Camp Atterbury. Upon unit's arrival to Camp Atterbury, the PAO will provide guidance on news release authority and policy relating to news media relationships.

b. Liaison will be maintained between the CA-PAO and mobilizing units.

c. Unit PAOs will coordinate command information needs with PAO by identifying number of command newspapers needed to adequately inform units. Newsletters are the Director of Information Management's (DOIM) responsibility IAW AR 25-30, and should be staffed accordingly. If a unit feels a need for a separate newspaper, PAO will be a part of the publication approval process. PAO will provide prior to publishing, a security, propriety, and policy review of unit-produced newspapers and newsletters.

d. Interviews with mobilized and installation support personnel will be coordinated through and cleared by the PAO in conjunction with unit PAOs.

e. All media will be escorted by unit PAOs at all times. Unit PAOs will coordinate all media visits with PAO before media arrival on the installation.

11-2. CONTACT WITH NEWS MEDIA. All news releases/responses to queries will be cleared by the **PAO** in coordination with appropriate staff agencies and/or mobilizing units.

11-3. CONTACT WITH THE COMMUNITY. Contact with the community will be coordinated through or by the **PAO**, in coordination with appropriate staff agencies and/or mobilizing units.

11-4. UNIT RESPONSIBILITIES.

a. RC units may designate unit PAOs but must realize that a unit PAO functions mainly as a contact for the Camp Atterbury PAO, who affects almost all of the coordination. Camp Atterbury's PAO office will help create (if needed) and will link your Family Readiness Website to our Website so that your unit can update what you are doing and your family can stay up-to-date with your unit's progress.

b. Protection of Information. Commanders will, as a minimum, emphasize the following:

(1) From the time of mobilization at home station and arrival at mobilization site, the following may be discussed in public:

- (a) Unit designation.
- (b) Processing at home station (Armory).
- (c) Mobilization site.
- (d) Fact that most time is devoted to training.
- (e) Awards and decorations.
- (f) Activities related to local community.
- (g) Athletic activities.
- (h) Religious activities.

(i) Names and locations of offices at military installations which would provide support to the soldiers' dependents in matters of health care, finance, identification cards, casualty information, claims/legal assistance, movements of household goods, dependents, housing, and other similar actions.

(j) Other subjects specified by the commander.

(2) The following information will never be discussed outside authorized military locations or with uncleared civilian personnel.

- (a) Classified information or information believed to be classified.
- (b) Movement from mobilization site to deployment station/staging/marshaling areas (dates, time, departure points, means of transportation, troop list, destination).
- (c) Readiness Condition of unit.
- (d) Unit mission/plans concerning employment in combat zone.

(e) Nuclear weapons (being present, training with).

(f) Special training being conducted (mountain training, desert training, or similar activities).

(g) Special equipment issued (cold weather clothing, tropical uniforms, etc.).

(h) Other information designated by the commander.

c. It is the Unit Commander's responsibility to ensure that all members of the unit are kept informed, within OPSEC constraints, of mobilization operations at Camp Atterbury.

d. Required PA Reports. Reserve Component units are required to notify the PAO of their PA activities as follows:

(1) Reports may be narrative in format and should describe who was involved, the number people involved, what happened, and the questions asked.

(2) One copy of all home station news clippings will be forwarded to the PAO ASAP.

<u>REPORT</u>	<u>PURPOSE</u>	<u>DUE</u>
Media Contact (Note: Media queries/requests must go through PAO)	To report any contact with/by media	Immediately upon contact
Media Activity	To report results of media visit	Upon completion of visit
Community Interaction	To report interaction between unit and community (visits, tours, etc.)	Prior to visits, tours, etc.
Accident/Incident	To report any accident/ incident involving military and civilian personnel	ASAP

(3) Material will be filed in accordance with the Privacy Act.

CHAPTER 12

DENTAL

POC: Dental Office, Building 333T, Camp Atterbury, IN

TEL: CML (812) 526-1499 Ext. 2138 DSN 569-2499 Ext. 2138

12-1. PURPOSE. Provide RC units with information regarding the dental aspects of mobilization and deployment.

12-2. GENERAL. DENTAC at Camp Atterbury has two primary objectives (in order of precedence):

- a. Provide treatment to prepare the individual soldier and their unit for deployment.
- b. Provide dental support to the active duty population at Camp Atterbury.

12-3. DENTAL CARE.

- a. Emergencies: Report to Camp Atterbury TMC, Building 2.
- b. Dental Sick Call: Report to Dental Clinic.

12-4. UNIT RESPONSIBILITIES.

a. All dental records must arrive with the advance party. DENTAC will become the records custodian for the duration of the deployment.

b. An updated and accurate unit alpha roster must be provided with the dental records.

c. All personnel will have an oral screening exam to determine their dental status. Class III individuals will receive expedited care to upgrade them to a deployable status.

d. All personnel are required to have the following dental documents contained in the Health Record Jacket (DA Form 3444-2):

- (1) SF 603 Health Record Dental.
- (2) DA Form 5570 Health History.
- (3) Pantograph x-ray.

CHAPTER 13

MEDICAL

POC: Medical Plans and Operations Division, Building 332, Camp Atterbury, IN

TEL: CML (812) 526-1757 DSN 569-2757

FAX: CML (812) 526-1768 DSN 569-2768

13-1. PURPOSE. Provide RC units with information regarding the medical aspects of mobilization and deployment.

13-2. OBJECTIVES. MEDDAC at Camp Atterbury has two primary objectives (in order of precedence):

a. Complete medical actions required to qualify individual soldiers and units for deployment.

b. Provide needed medical support to the active duty population, **not including dependents**, assigned to Camp Atterbury.

13-3. MEDICAL CARE.

a. Inpatient (Hospitalization): Will be coordinated with off-post medical treatment facilities/hospitals through TMC Building 2.

b. Emergencies: Camp Atterbury TMC Building 2.

c. Medical Sick Call: Camp Atterbury TMC Building 2.

d. Preventive Medicine Services. Coordinate need for Public Health Department like functions for environmental protection, industrial hygiene as well as food and water sanitation specialists through the DPW Environmental in Building 241.

e. Emergency Care En-route. In emergencies, when civilian medical care is obtained without prior MEDDAC approval, the patient's immediate commander will advise the Camp Atterbury MEDDAC (805) 238-8243 or 8244 without delay that such care is being or has been obtained, so the MEDDAC can assume administrative responsibility.

13-4. UNIT REQUIREMENTS (ADVANCE PARTY).

ADD LINK TO MUIC CHECKLISTS (CONTACT MARLA @ 1545)

\\Attefs-075im-01\Ca-dptm\MUIC - MOC\DPTMS Working Folder\WELCOME BINDER\Chapter 1. Processing Information

13-5 INDIVIDUAL REQUIREMENTS. RC Unit Commanders will ensure that all unit personnel have:

a. Medical warning tags and emergency medical identification symbols on their medical records, when applicable; see AR 40-15 for specific guidance.

b. Current physical examinations IAW 40-501, within 5 years for those under 60 years and within 1 year for those beyond age 60.

c. Current authorized immunizations for predetermined geographical areas, documented in the health record and on PHS Form 731 (International Record of Immunization).

d. When appropriate, protective mask spectacle inserts IAW AR 40-63. Personnel requiring prescription eyewear are required to have a copy of the most recent prescription in the Health (Medical) Record.

e. Documentation required at Camp Atterbury regarding health related matters will include Health (Medical) Record with current physical examination results and PHS Form 731. **Medical Records will be transported to Camp Atterbury separately from the individual.** This is to ensure record availability in identification of remains, in the event of accident en-route.

CHAPTER 14

LEGAL SUPPORT

POC: Staff Judge Advocate, Building 1, Camp Atterbury

TEL: CML (812) 526-1161 or 1123 DSN 569-2161 or 2123

FAX: CML (812) 526-1445 DSN 569-2445

14-1. LEGAL SUPPORT. The office of the Staff Judge Advocate (SJA), Camp Atterbury, will provide legal support for mobilizing RC units upon arrival at Camp Atterbury. This support will include the areas of Criminal Law, Claims, Legal Assistance, and Administrative Law. Judge Advocate General (JAG) Officers assigned to RC units may be used to supplement the SJA, Camp Atterbury, in supporting their unit(s), provided such supplementation does not detract from training or other mission-essential operations. All RC units are expected to resolve personal legal problems and needs, to the maximum extent possible prior to mobilization. Legal support is to be requested through the Camp Atterbury SJA, Building 1.

14-2. CLAIMS OFFICE.

a. The SJA is the Area Claims Authority (ACA) responsible for claims matters arising during mobilization within the designated area of responsibility. The Claims Office will receipt, process, and adjudicate all claims for all RC units and members within Camp Atterbury's area of responsibility.

b. Each RC unit commander will appoint a convoy claims officer who understands claims officer duties as described in AR 27-20. Upon notice of mobilization, this officer will immediately establish coordination with the Camp Atterbury SJA.

c. The convoy claims officer will investigate any accidents occurring during movement by completing DA Form 1208 (Report of Claims Officer). This report and any additional investigation should be completed at the scene of the incident. If a DA Form 1208 isn't available, the following information, as a minimum, will be gathered:

(1) The military organization, headquarters, and home station of the claims officer.

(2) Date, hour, and place of incident.

(3) Names of parties involved including addresses, telephone numbers, and status (drivers, passengers, property owners, pedestrians, etc.).

(4) Description of government and civilian property involved including, make, type, model, license numbers, insurance company, previous condition of property, present location, and whether moving or stationary.

(5) Complete description of damage to property.

(6) Names of personnel injured, nature and extent of injuries, names of ambulance service, and hospital where injured personnel were transported.

(7) Whether government personnel involved appeared to have been acting within the scope of their employment at the time of the incident.

(8) Names, addresses, and telephone numbers of all witnesses.

(9) Describe in detail the circumstances of the incident. Attach diagrams when necessary.

(10) Signature and date of the convoy claims officer.

d. The investigation should include photographs relative to the incident. Witness statements and police reports should be obtained. The claims report should identify, if any, civilian law enforcement participation. The completed report should be forwarded to the Office of the Staff Judge Advocate, ATTN: CA-JAG, Building 1, Camp Atterbury, IN 46124-1096.

e. Government personnel will not concede either their liability or the liability of the government to civilian authorities or others. Photographs of the scene should be obtained if at all possible. Government personnel will not sign releases of liability on their behalf or the government's. Government personnel may sign any statement or document required by civilian law enforcement agencies.

14-3. MILITARY JUSTICE COORDINATION. All mobilizing unit commanders exercising court-martial jurisdiction will contact the SJA Criminal Law Division upon arrival at Camp Atterbury for the purpose of coordinating the attachment of all RC units for military justice purposes. RC units that do not have assigned SJA assets must request criminal justice assistance through the Camp Atterbury SJA office.

14-4. LEGAL ASSISTANCE. All Reserve Component soldiers should complete wills and powers of attorney in their local areas. Upon mobilization, legal counseling will be provided by the legal assistance division of the Camp Atterbury Staff Judge Advocate (SJA).

14-5. ADMINISTRATIVE LAW. All RC unit commanders should contact the SJA Administrative Law Division to resolve administrative law problems.

14-6. TRIAL DEFENSE SERVICE. The Camp Atterbury SJA Trial Defense service provides Article 15 counseling and legal representatives for soldiers facing trial by courts martial.

CHAPTER 15

FINANCE AND ACCOUNTING

POC: Directorate of Resource Management, Building 406, Camp Atterbury

TEL: CML (812) 526-1434 DSN 569-2434

FAX: CML (812) 526-1797 DSN 569-2797

15-1. FINANCE/RESOURCE MANAGEMENT. The Camp Atterbury Defense Military Pay Office will provide military pay guidance and support, travel voucher processing/payments, and Class A Agent funding and guidance, to include procedures for making payments for purchases made by the mobilized unit's ordering officer.

15-2. PRIOR PREPARATION AT HOME STATION. The RC soldier's military pay records on Joint Uniform Military Pay System (JUMPS)-RC/JSS-RC and finance mobilization packet should be updated periodically to ensure necessary forms are present and appropriately prepared. The following items must be taken care of at Home Station (HS) because they cannot be efficiently accomplished at Camp Atterbury.

a. SURE-PAY. All mobilized soldiers are required to be paid via SURE-PAY (direct deposit to a financial institution) while mobilized. If the soldier is not currently being paid via SURE-PAY for their reserve drill periods or if the soldier wants to be paid twice a month, the following forms have to be in the finance mobilization packet:

(1) DA Form 3685-R (JUMPS-JSS Pay Elections).

(2) Standard Form 1199A (Authorization for Direct Deposit)

b. If a soldier is on SURE-PAY for RC pay, the SF 1199A does not have to be submitted. The information from the RC pay account will transfer to the Active Army (AA) pay account.

(1) The SF 1199A must be completed by the financial institution the soldier has designated to receive his/her pay. The soldier can establish either a checking or savings account. For most soldiers, a checking account is preferred. The account should be a joint account naming either a spouse or other designated agent facilitating easy access to needed funds. It is very important that soldiers make the necessary preparations for SUREPAY while at Home Station. Deployment schedules and other circumstances may preclude finalizing SURE-PAY options at the MS.

(2) Any soldier not having a SURE-PAY account established prior to deployment will have their pay placed into accrual. No one will have access to the accrued funds and the soldier will be paid only by casual payments.

c. ALLOTMENTS. DD Form 2558 (Authorization to start, stop, or change an allotment for active duty or retired personnel), should be completed not later than the time the soldier in-processes at Camp Atterbury. If the funds will be deposited into a financial institution, it should be completed prior to departure from HS to ensure the account numbers are correct. This is another way to ensure a spouse or designated agent receives funds. If the form is prepared prior to mobilization, the effective date can be annotated "effective upon mobilization."

d. VERIFYING DOCUMENTS. Soldiers need to have the following documents, as applicable, in their finance mobilization packet. Where needed, they should be certified by the unit commander.

(1) DA Form 5960 (Authorization to Start or Stop Basic Allowance for Quarters (BAQ) Credit).

(2) Certified Marriage Certificate.

(3) Certified Birth Certificates of Dependents.

(4) Certified Divorce Decree.

(5) DD Form 1561 (Statement to Substantiate Payment of Family Separation Allowance).

(6) Rental Agreements/Mortgage Coupons (needed for Variable Housing Allowance (VHA)).

(7) DA Form 5545 (VHA) Certificate.

(8) Latest RC Leave and Earnings Statement (LES).

(9) IRS Form W-4, Employee's Withholding Allowance Certificate.

(10) DD Form 2058 (State of Legal Residence).

(11) Documentation supporting any Specialty Pay (Foreign Language Pay, Medical/Dental Pay etc.).

(12) Soldiers must also carry their Military ID Card at all times.

15-3. PAY ACCOUNT CONVERSION PROCEDURES.

a. Pay accounts of Troop Program Unit (TPU) soldiers will be converted from JUMPS-RC/JSS-RC to JUMPS-AA/JSS-AA when the period of mobilization will be greater than 30 days.

b. U.S. Army Reserve (USAR) and Army National Guard (ARNG) units are responsible for ensuring their individual unit members are converted from the RC to the AA payroll. Upon receipt of mobilization orders, a unit representative will notify their RC input station/USPFO, via telephone or FAX, of the following information:

(1) Unit Designation.

(2) Unit Identification Code (UIC).

(3) Name of person calling.

(4) Mobilization Order Number, Issuing Authority, Date.

(5) Effective Date of Mobilization.

(6) Name and address of MS (Camp Atterbury, Disbursing Station Symbol Number (DSSN) TBD.

(7) Unit payroll number.

(8) List of soldiers who did not mobilize with the unit.

c. Each unit must work closely with the RC input station and USPFO to identify the soldiers exempt from the mobilization. These soldiers must be transferred to another payroll, to a control group, or be separated prior to the RC pay account being "rolled" to the AA. The unit must bring a copy of the scrubbed unit payroll with them to Camp Atterbury. This will help to ensure all mobilized soldiers are paid.

d. The RC input station and USPFO must pass the above mobilization information to Camp Atterbury, to include the number of accounts being rolled from RC to AA. The RC Input Station/USPFO will contact the Defense Finance and Accounting Service - Indianapolis Center (DFAS-IC) when each UIC is ready to roll to AA. DFAS-IC will perform the actual roll-over.

e. If only an individual, not the entire unit, is mobilized, the unit must submit a Separation 8 card through normal RC pay document channels to take the soldier off the RC pay system. The individual, together his/her finance mobilization packet, will be in-processed at Camp Atterbury and the Defense Military Pay Office will establish their individual AA pay account.

15-4. CLASS A AGENTS.

a. The Class A Agent can serve one of two purposes: a) provide funding support to the unit's ordering officer during movement from HS to Camp Atterbury, or b) pick up checks for unit personnel. The latter duties will contribute to the effort to prevent long lines and are only for use during mobilization. Class A Agents must be an E-7 or above. Both types of Class A Agents will be pre-designated and on orders prior to mobilization.

b. The unit commander will appoint the Class A Agents on Class A Orders and the unit's Ordering Officer on Mobilization Purchasing Authority Appointment Orders. The Class A Agent and the Ordering Officer CANNOT be the same person. Both the Class A Agent and the Ordering Officer will complete a DD Form 577 (Signature Card).

c. For the Class A Agents providing funding support to the unit's Ordering Officer, the unit commander will provide the Defense Military Pay Office with the specific number of Class A Agents required, their orders and signature cards, their funding requirements, a copy of the Ordering Officer's orders and signature card, and the approximate date the funds are needed. When the Defense Military Pay Office has these documents, the necessary funds will be provided.

d. The Defense Military Pay Office will, upon receipt of documents discussed in 15-4c, provide the Agent with:

- (1) Class A Agent instructions.
- (2) FM 14-7, appendix E.
- (3) DD Form 1081 (Statement of Agent Officer's Account).

e. Acquiring Class A Agent funds:

(1) Acquiring funds in person is the preferred method. The Class A Agent will go to the Defense Military Pay Office disbursing branch, Camp Atterbury, with military ID card and the items listed in 15-4c above. If the Agent is picking up cash, he or she must be armed or protected by an escort from the unit. In most cases, though, the Agent will be issued U.S. Treasury Checks, made payable to the Agent that will be cashed on an as-needed basis. The Defense Military Pay Office disbursing officer will ensure the Agent has been provided and understands the material referenced above.

(2) In cases where there isn't enough time to send the Agent to Camp Atterbury to pick up funds, the funds can be express mailed to the Agent. The documents in 15-4d and a signed copy of the DD Form 1081 showing the amount of funds to be issued, will be faxed to the Defense Military Pay Office. Once this information has been verified, the U.S. Treasury Checks will be express mailed to the Agent.

f. Class A Agents will not disburse any funds except where an Ordering Officer has prepared a SF 44 (Purchase Order Invoice Voucher), to substantiate the expenditure of government funds. This is explained in the Class A Agent instructions and will be clearly understood by the agent prior to funds being issued.

g. All Class A Agents will turn in their remaining funds, checks, and completed SF 44s to the Defense Military Pay Office within 24 hours of arrival at Camp Atterbury. To close out the account, the Disbursing Officer will complete the SF 1081 and then both the Disbursing Officer and the Class A Agent will sign the SF 1081.

CHAPTER 16

INFORMATION MANAGEMENT

POC: Automation Management Officer, Building 610, Camp Atterbury

TEL: CML (812) 526-1600 or 1601 DSN 569-2600 or 2601

FAX: CML (812) 526-1627 DSN 569-2627

16-1. GENERAL. Information management includes installation communication facilities such as the Telecommunications Center (TCC), telephone system, secure voice system, and automated data processing (ADP) support. Additionally, the Directorate of Information Management (DOIM) is responsible for both the postal operation and installation distribution system.

a. Initial essential support to the mobilizing units will be provided from existing base resources.

b. Mobilizing unit's current Signal Operating Instructions (SOI) will remain in effect until the mobilizing unit arrives at Camp Atterbury.

c. Telecommunications Resources. The DOIM will provide the following telecommunications resources:

d. Non-secure voice (telephone). The Dial Central Office (DCO) is located in Building 225.

(1) Services are limited. Contact DOIM operations for an appointment regarding services.

(2) A minimum clearance of SECRET is required. A memorandum signed by the S-2 or security officer is required in order to gain access to the secure telephone facility. The memorandum must specify full name, social security number, security clearance, and active date of security clearance.

e. Record Communications.

(1) Messages are picked up and delivered as outlined later in this document.

(2) General FAX service equipment is available throughout the installation.

f. Installation High Frequency (HF) Radio is available for emergency use only. No active net exists.

g. Commander of mobilizing unit will appoint a Telephone Control Officer (TCO) to be responsible for approval of the use of DSN and commercial lines.

(1) Prepare a DD Form 577 (Signature Card) to appoint the individual.

(2) In the block titled: TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED, type the following: Telephone Control Officer. The telephone numbers under his/her control will be listed on the reverse side of the card.

(3) Deliver the signature card to the MUIC, Building 337.

(4) Prepare requests for telephone service by completing DA Form 3938, Local Service Request (LSR).

(5) Telephone Control Officer (TCO) should sign the form as the validating official.

(6) Requests will be filled, if possible, based upon availability, unit mission, and length of stay at Camp Atterbury.

16-2. TELEPHONE SERVICE. As a rule, mobilized units will utilize the service as it exists in the buildings assigned to the unit.

a. Installation telephone directory.

b. Copies of the annual installation telephone directory will be provided during MUIC in-processing. It is also available on RCAS. Although listings may become outdated for a variety of reasons, the directory contains general dialing and telephone usage instructions applicable to all users.

c. Upon arrival, units will provide a current unit roster and telephone listing to the Military Personnel Division, Directorate of Human Resources.

16-3. POSTAL/DISTRIBUTION SERVICES. The Camp Atterbury Official Mail Center (OMC), located in building 509C is responsible for training/validation of mobilized unit mail clerks, postal officers, and mail orderlies. The unit postal officer will contact the OMC to arrange for required training and/or validation.

16-4. RADIO FREQUENCY INFORMATION. All units requiring radio frequency support will contact DPTM scheduling at extension 1781.

16-5. ALL OTHER ADP REQUIREMENTS. For all other types of telecommunication service call the DOIM.

16-6. COMPUTER SERVICES. The Directorate of Information Management (DOIM) will provide the following computer services:

- a. Reserve Component Automation System (RCAS). Mobilizing units must leave hardware at HOME STATION (HS) and not bring it to Camp Atterbury.
- b. Department Army Readiness Mobilization Systems (DARMS).
- c. Army Standard Information Management System (ASIMS).
- d. Camp Atterbury cannot give ADPE support to mobilizing Reserve units.

16-7. MESSAGE CENTER OPERATIONS.

- a. Information Services Command (ISC) will have the responsibility to establish and staff a Message Center Operations at the Joint Operations Center (JOC) located in Building 225.
- b. Mobilizing units will establish controls over originating messages to assure release and delivery by authorized personnel.
- c. Commander will complete two DD Form 577 (Signature Card) for each individual authorized to receive/deliver messages from/to the Message Center.
- d. Refer to Appendix 21 to Annex J (Mobilization Station Required Forms) for instructions to complete form.
- e. In the block titled: TYPE OF DOCUMENT OR PURPOSE FOR WHICH AUTHORIZED, type the following: Pick-up and Deliver (highest security classification) Messages.
- f. Deliver the signature cards regarding Communications/COMSEC to the MUIC, Building 337.

16-8. FREQUENCY MANAGEMENT.

- a. Your RF (Radio Frequency) reservation checklist, which includes your spectrum dependent equipment list, will be on file with the IMO (Information Management Office).
- b. Frequencies (FM VHF) may have to be rationed. If so, frequency assignments will be pulled and assigned from the DOIM database or card file as your unit is In-processing.

16-9. COMMUNICATIONS SECURITY (COMSEC). The Information Services Command (ISC) will do the following:

a. Develop and maintain a COMSEC SOP for local COMSEC custodian accounting and safeguarding procedures for USAG-Camp Atterbury and non-divisional mobilizing units.

b. Identify storage capabilities and location of COMSEC equipment.

16-10. POSTAL/MAIL SERVICES. Mobilizing units will complete and provide the following documents:

a. DD Form 285, Appointment of Military Postal Personnel.

b. DD Form 577, Signature Card.

(1) Postal Officer

(2) Mail Clerk

(3) Alternate Mail Clerk

c. Guidelines and procedures regarding postal and mail services will be provided at the MUIC.

16-11. FORMS/REPRODUCTION SERVICES. Information and procedures regarding forms and reproduction services will be provided at MUIC.

16-12. PRINTING, PUBLICATION AND VISUAL SERVICES. Printing and Publication services are located in Building 241. Reproduction and Visual Services Information and procedures regarding printing and publication services will be provided at MUIC. Visual Information (VI) support is available at the TASC.

CHAPTER 17

PROVOST MARSHAL AND SAFETY

POC: Director of Emergency Services/Provost Marshal, Building 225, Camp Atterbury

TEL: CML (812) 526-1658 DSN 569-2658

FAX: CML (812) 526-1795 DSN 569-2795

17-1. PRIVATELY OWNED VEHICLES (POV'S).

a. POVs will NOT be utilized as transport for incoming units and personnel from Home Station (HS) to Camp Atterbury.

b. Any POVs left at Camp Atterbury by deployed soldiers will be impounded and disposed of in accordance with current regulations and directives.

17-2. PRIVATELY OWNED WEAPONS. Privately owned weapons will NOT be brought to Camp Atterbury. Unauthorized privately owned weapons found will be disposed of in accordance with current regulations and directives.

17-3. PHYSICAL SECURITY. Security measures will be taken to protect military property at installations, or in transit, from espionage, sabotage, damage or theft during mobilization.

a. Commanders of units reporting to Camp Atterbury will ensure that:

(1) All arms, ammunition and explosives (AA&E) are accounted for at all times. Weapons and ammunition stored in arms rooms will meet the requirements established by AR 190-11 to include constant surveillance, electronic or human.

(2) Advance party personnel will coordinate arms storage needs at station #2, while processing through the MUIC. Because of Camp Atterbury's limited certified arms storage capabilities, all units should be prepared to provide dedicated guards specifically for weapons security. Weapons racks must be brought to Camp Atterbury.

(3) Motor Park facilities may or may not be available depending on which Camp Atterbury units are early deployers. For deliberate planning purposes units should be prepared to provide full time guards at their motor pools.

b. Unit S-2 officers should establish liaison with the Security Division, to coordinate all security related issues.

17-4. CIVIL/MILITARY POLICE LIAISON. Camp Atterbury Military Police provide all coordinating support with local, state, and federal law enforcement agencies.

17-5. SAFETY. The Camp Atterbury Safety Office will schedule classes for unit safety personnel, as required. The Safety Office is in Building 225.

CHAPTER 18

ENVIRONMENTAL MANAGEMENT

POC: Environmental Management Office, Building 609, Camp Atterbury

TEL: CML (812) 526-1255 or 1249

DSN 569-2249

FAX: (812) 526-1329

DSN 569-2329

18-1. ENVIRONMENTAL MANAGEMENT. The following chapter contains information concerning compliance with state and federal environmental laws.

18-2. TRAINING AREAS, WILDLIFE AND HABITAT. Training areas and ranges are home to many species of wildlife, several of which are protected by law. The basic rule is “look, but don’t touch.”

A. THREATENED AND ENDANGERED SPECIES. The Indiana Bat (*Myotis sodalis*) is a federally endangered species found at Camp Atterbury and is protected by the Endangered Species Act. In order to help us protect it, prior to cutting trees greater than 3 inches in diameter, coordinate with the Environmental Management Office. Forty five (45) days notice is required for this coordination. Additionally, the release of M18 smoke grenades will be avoided to the maximum extent practicable within 36 meters of trees between 15 April and 15 September.

B. MIGRATORY BIRDS. Nesting adult birds, eggs and hatchlings are protected by law. Nests, parents and young may not be disturbed. If birds are a problem in your area, contact Range Control and Environmental Management.

C. BIG GAME. Deer live on post and periodically wander into the cantonment area and bivouac sites. Deer hunting is prohibited unless all requirements of the Indiana Department of Natural Resources and Camp Atterbury have been met.

D. OTHER WILDLIFE. Other species of mammals live on post. Skunks, rabbits, opossums, etc are present throughout the installation, including the cantonment area. DO NOT feed these animals. It encourages behavior that threatens the lives of both humans and animals. Many of these animals have the potential to spread rabies and other diseases. Dependence on humans for food can endanger the animals’ health. Additionally, feeding may encourage behaviors which humans see as threatening and may lead to humans being bitten.

E. EROSION. In order to prevent erosion, do not make zero point turns (donuts), stay on marked trails, and do not drive vehicles in streams unless the area is clearly marked as a crossing site.

F. RANGE FIRES. Open fires are prohibited in all areas of post. In the event of a fire, contact Range Control, even if successfully extinguished.

G. INSECTS. Mosquitoes, ticks and other insects are health concerns. To prevent insect bites, DEET skin lotion (NSN 6840-01-1336) and Permethrin Uniform Treatment (Impregnation Kit, NSN 6840-01-345-0237) (Aerosol Spray Can, NSN 6840-01-278-1336) are available through the Army Supply System. Combined with a properly worn uniform, these personal pesticides afford the best available protection against insects.

H. SURVEY STAKES / SITE MARKERS. Survey stakes and site markers have been placed at many locations in the training areas and ranges, and mark areas for FOOT TRAFFIC ONLY. These markers are vital for environmental review, coordination, site protection, and construction purposes, and may be associated with safety hazards. DO NOT remove or obscure placed markers. Not all protected areas are marked.

I. PROTECTED AREAS. Camp Atterbury maintains several areas that are protected and should not be used for training. These areas include but are not limited to; archaeological resources, cultural / historical resources and natural resources. Archaeological and cultural / historical resources are protected by federal law. There are several hundred known house foundations and associated areas (wells, cisterns, etc) in the training areas. These locations may not be disturbed. Use of the landfill located on the east side of Mauxferry Road, between County Line Road and Hendricks Ford Road is limited to foot traffic only. Any unit wishing to access the landfill must contact Range Control.

J. INADVERTENT ARCHAEOLOGICAL DISCOVERY AND HISTORIC ARTIFACTS. Personal collection of archaeological resources is prohibited by state and federal law. Archaeological resources include any glass, ceramic, "arrow heads", human remains, masonry etc. Should any archaeological resources be discovered, stop digging immediately. Report the location to Range Control and move 30 m away before continuing work.

K. DIGGING COORDINATION. A permit is required from the Environmental Management Office for any digging larger than a single two (2) man fighting position. This permit must be applied for 45 days in advance. The application form is available at the Environmental Management Office. Smaller holes do not require a permit, but replacement of soil is required. If any artifacts, (i.e. glass bottles, ceramics, "arrow heads", etc) or archaeological features (i.e. foundations, wells, cisterns, ancient fire pits (darkly stained or red earth), etc) are uncovered while digging, all activity must stop immediately within 30 meters of the area, and Range Control and / or the Environmental Office must be contacted. Digging may not resume in the area until the site has been cleared by the Cultural Resources Manager.

18.3. WATER.

- A.** Drinking water is purchased from the nearby town of Princes' Lakes. Water quality testing occurs on both a monthly and annual basis.
- B.** Wastewater must be discharged into the sewer system at the manhole near the rappelling tower. This discharge should be done at a maximum rate of 20 gallons per minute.
- C.** ROWPU use must be coordinated with the Environmental Management Office, 45 days in advance.

18.4. WASTES. Waste disposal is controlled by state and federal law.

- A. HAZARDOUS WASTES.** The majority of wastes dealt with at Camp Atterbury are regulated wastes and not hazardous. Hazardous wastes are dealt with in the same manner as regulated wastes.
- B. REGULATED WASTES.** Common regulated wastes include weapon cleaning solvents, batteries, solvents, gun patches, mask filters, NBC equipment, light bulbs, used oil, anti-freeze and bleach. All regulated wastes should be collected, double bagged, and labeled with contents prior to being turning in to the Environmental Management Office in Building 609.
- C. SOLID WASTES.** All trash from the field exercises and support activities will be disposed of in appropriate containers. Doors and lids on dumpsters should be closed when not in use. NO AMMUNITION, HAZARDOUS OR REGULATED WASTE, TIRES OR APPLIANCES may be disposed of in the dumpsters.

18.5 PETROLEUM, OIL AND LUBRICANTS (POL).

- A.** Vehicle refueling and maintenance in the training area is permitted at the pre-approved refueling points without coordination from the Environmental Management Office. In the event one of the pre-approved refueling points is not suitable, coordination with the Environmental Management Office is required.
- B.** An On-Scene Coordinator (OSC) should be designated prior to any activity involving POL. Duties of the OSC include: obtaining records of all POL and hazardous materials being stored, used or transported, ensuring spill kits and plans are present and fully stocked on fuel truck at all times, ensuring proper notification occurs in the event of a spill.
- C.** Fuel trucks in the Cantonment Area must be parked at the bulk fuel point. If a different parking location is desired, coordination with the Environmental Management Office is required. While in training areas, fuel trucks must be under observation and must be inspected every eight (8) hours.

D. If POL spills occur, they must be cleaned up and reported to Range Control and Environmental Management. Procedures for spill cleanup are located in the Spill Planning Control and Countermeasures Plan, which should be reviewed prior to any field operations. Spill supplies and guidance are available through the Environmental Management Office and Range Control.

18.6. NEW ACTIVITIES AND CONSTRUCTION. Under AR 200-2, an analysis of the potential environmental impacts of an activity must be conducted. All units utilizing a training area or range must fill out the environmental form on RFMSS. This form should include information about the planned training event. Environmental Management staff review the forms on a daily basis, and will be in contact if additional levels of environmental documentation are required.

CHAPTER 19

CHAPLAIN

POC: Chaplain, Directorate of Personnel and Community Activities, Building 327

TEL: CML (812) 526-1151

DSN 569-2151

FAX: CML (812) 526-1306

DSN 569-2306

19-1. GENERAL. The Installation Ministry Team (IMT) will provide, assist and/or coordinate services to the mobilizing soldiers, units, chaplains and chaplain assistants to help prepare them for active duty and potential deployment.

19-2. ASSISTANCE TO MOBILIZING MINISTRY TEAMS. The IMT will:

a. Validate mobilizing/deploying Unit Ministry Team (UMT) personnel in reference to their endorsement, military education and MOS qualification.

b. Conduct training for mobilizing UMT personnel.

c. Provide limited religious materials for immediate needs and assistance in securing additional needed ecclesiastical/liturgical supplies through proper channels.

d. Cross-level to fill authorized chaplain and chaplain assistant positions in mobilizing and deploying units.

19-3. MINISTRY TO SOLDIERS AND UNITS. The IMT will provide and coordinate ongoing worship, religious education and related activities. All soldiers are encouraged to participate in as many events as mission accomplishment allows. They will also provide limited religious materials for immediate needs to mobilizing soldiers and units.

19-4. CHAPLAIN TOE. Chaplains serving mobilized units are advised to have all items of Table of Organization and Equipment (TOE) authorized equipment, consecrated (sacramental) ecclesiastical items authorized by CTA 50-909, and chaplain kits in their possession when reporting to Camp Atterbury. All incoming RC chaplain personnel are required to report to the installation chaplain at the post chapel located at Building 327 just down from the SRP (Building 329). This will enable the installation chaplain to provide an orientation, refresher training, and coordination of religious coverage both on post and down range. Needed ecclesiastical/liturgical supplies should be requested through the installation chaplain. Chaplain/chaplain assistant combat support training should also be coordinated through the installation chaplain.

CHAPTER 20

OPERATIONS SECURITY (OPSEC)

POC: Provost Marshal, Security Office, Bldg. 225, Camp Atterbury, IN

TEL: CML (812) 526-1429

DSN 569-2429

FAX: CML (812) 526-1367

DSN 569-2367

20-1. GENERAL. Upon mobilization, no information should be divulged to persons or organizations outside military channels. OPSEC guidance and requirements are identified in AR 530-1.

20-2. ESSENTIAL ELEMENTS OF FRIENDLY INFORMATION (EEFI). The following essential elements of friendly information (EEFI) must be protected. EEFI are not to be disclosed over non-secure communications nor discussed outside controlled areas. It is emphasized that this list is not all inclusive. EEFI will vary dependent on the situation.

a. Classified information or information believed to be classified.

b. Unit designations associated with dates of arrival.

c. Unit readiness status.

d. Information dealing with tonnage and cubic feet requirements of cargo, method of shipment, or port of embarkation may be discussed over the telephone as long as this information is not associated with unit designations.

e. Personnel strengths, critical MOS shortages, and any problems involving personnel flow or cross-leveling.

f. Logistics:

(1) POMCUS equipment problems, total numbers, and locations.

(2) Equipment cross-leveling problems.

(3) Ammunition supply shortages or problem areas.

(4) Supply requisition problems for deployed units, type of equipment, and total numbers.

(5) Unusually large logistical support requirements and total numbers.

(6) Critical item shortages, type, and total numbers.

(7) Nuclear weapons problems, type, number, and locations.

(8) Location of sensitive items (nuclear, chemical, etc.).

(9) Unique equipment necessary to accomplish the mission (cold weather gear, jungle equipment).

(10) Blocking, bracing, packing, crating, and tie down (BBPCT) requirements which may reveal problems, type, and location.

g. Movements:

(1) Arrival dates of incoming units.

(2) Departure dates of deploying units.

(3) Destinations-Specific areas will not be discussed. However, ports of embarkation may be discussed. Ports of debarkation are classified.

h. Intelligence:

(1) Technical intelligence reports.

(2) Counterintelligence (CI) estimates.

(3) OPSEC problem areas.

(4) Intelligence support to the combat mission.

i. Installation/Training:

(1) Critical shortages which affect support to incoming units.

(2) Installation vulnerability to sabotage or espionage.

(3) Specific training that may reveal the mission or lack of capability to train in specific areas because of equipment shortages, lack of expertise, etc.

j. Operations:

- (1) Unique/critical missions peculiar to specific type units.
 - (2) Nuclear capabilities and employment.
 - (3) NBC defense capabilities.
 - (4) Methods of operation and capabilities of organizations.
- k. Other information to be published upon mobilization.

20-3. PRIORITY INTELLIGENCE REQUIREMENTS (PIR). Upon mobilization, commanders should issue to their subordinate elements the PIR listed below. Subordinate commanders should ensure that all unit personnel are familiar with the PIR. Information obtained in response to the PIR should be furnished to the Camp Atterbury OPSEC Officer as quickly as possible. As with EEFI, PIR may vary dependent on the situation.

- a. What attempts will be made to sabotage U.S. equipment, installations, communications, lines of communications, and sea and aerial port facilities?
- b. What friendly vulnerabilities will be exploited during mobilization?
- c. What are the enemy capabilities for disrupting or interfering with communications during mobilization?
- d. What means will enemy forces/agents employ to locate, identify, and detect movement of U.S. Forces upon mobilization?
- e. What are the patterns and capabilities of enemy reconnaissance, intelligence collection, and counterintelligence activities?
- f. What are the enemy capabilities to employ audio/ electronic surveillance devices?
- g. What agencies are instrumental in activities designed to lead to actions or conditions detrimental to U.S. interests?
- h. What are the vulnerabilities of key personnel who are conducting or supervising adverse actions against the U.S.?
- i. Where are the centers of operations or communications of anti-U.S. personnel or activities?

ADD LINK TO IA-CCIR'S & PIR'S – CONTACT SPC BROWN @ JOC – 1310/1311

20-4. REPORTING OF INCIDENTS/EVENTS. Refer to Chapter 8 for reporting instructions.

CHAPTER 21

TRAINING AND OPERATIONS

POC: Director of Plans, Training, Mobilization and Security, Building 127, Camp Atterbury

TEL: CML (812) 526-1169/1267 DSN 569-2169/2267

FAX: CML (812) 526-1367 DSN 569-2367

21-1. PURPOSE. This chapter provides guidance and procedures for the execution of training at Camp Atterbury during mobilization.

21-2. POLICY.

a. Post Mobilization Training (PMT) will orient on WARTRACE mission, the unit Mission Essential Task List (METL), and will be conducted in accordance with appropriate ARTEPs, or MTPs, if no ARTEP is published.

b. All training will employ the 9 principles of training IAW FM 25-101, to the maximum extent possible.

c. The unit's CA-MAT representative will be the primary point of contact for all matters with respect to the unit's training and training support needs.

21-3. MOBILIZED UNITS. Mobilized unit's will:

a. Provide the DPTMS Training Division with their respective training support requirements, assist in coordination of training facilities and send a representative to the daily scheduling meeting.

b. Refine training programs based upon the current training requirement level as soon possible after unit arrival.

c. Monitor status of available training equipment and report to CR-MAT any requirements that impact on meeting scheduled deployment dates.

d. Conduct specialized training as applicable to area of deployment.

e. Evaluate training to ensure objectives are being accomplished.

f. Strive to achieve combat proficiency under reduced training time through the following:

(1) Train concurrently with processing.

(2) Mix individual training into collective training to maximum extent possible.

(3) Plan for types of training which are not equipment dependent during period between date unit equipment is deployed and date unit personnel deploy.

g. Coordinate with DPTM for use of training areas outside of Camp Atterbury.

21-4. TRAINING AIDS.

a. Training aid requirements will be furnished to the Training Support Center (TSC) by the advance party as soon as possible after coordinating the training program.

b. The Advance Party representative should know the quantity desired and the day(s) and time(s) required.

c. Any known data/requirements should be submitted on the Unit Post Mobilization Training Support Requirements (PTSR) FORSCOM Form 319-R and coordinated during the triennial visit to Camp Atterbury. Requirements for training aids not included in the TSC Catalogs should be furnished to the TSC as soon as known.

21-5. RANGES/SPECIAL COURSES/TRAINING AREAS. A list of existing ranges and training areas can be found in Camp Atterbury Regulation 350-3. Units are encouraged to call and obtain a copy of this regulation for their files if they don't have a copy.

21-6. AVIATION OPERATIONS. See Annex P of the Camp Atterbury Mobilization Plan (CAMP) (U) dated 14 March 2000.